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- I. **Purpose.** This document covers VITA's small purchase policy. All executive branch agencies and non-exempt institutions of higher education are subject to this policy, except those agencies and institutions explicitly exempted by the *Code of Virginia*.
- II. **Definition.** For the purposes of this policy, a procurement is considered a small purchase when the aggregate or sum of all phases is not expected to exceed \$50,000.

Policies- What you need to do

- III. **Authority for Small Purchases.** VITA has procurement authority for all IT goods and services except for agencies and institutions explicitly exempted by the *Code of Virginia*.
- IV. **Delegation Guidelines.**
 - All agencies have \$50,000 delegated authority for goods and services that are out of scope to VITA unless otherwise granted.
 - Delegated authority for goods and services that are in scope to VITA varies as follows:
 - Agencies and non-exempt institutions of higher education that are not in scope to the Northrop Grumman partnership have \$50,000 delegated authority.
 - Agencies that are in scope to the Northrop Grumman partnership have \$0 delegated authority.
- V. **Competitive Requirements.** The following competitive requirements shall be followed for all small purchases, regardless of delegation:
 - A. **Procurements up to \$5,000** - Quotes shall be solicited from a minimum of one DMBE-certified small business.
 - B. **Procurements over \$5,000 up to \$50,000** – eVA Quick Quotes shall be solicited from at least 4 valid sources, including a minimum of 2 DMBE-certified small businesses.

- VI. **Exclusions.** Emergency procurements or goods and services available on an existing statewide contract are not subject to VITA's small purchase policy.

Authority References

§2.2-2012 of the *Code of Virginia*. VITA's authority for procurement of information technology goods and services for non-exempt agencies and institutions of higher education.

§2.2-4303(G) of the *Code of Virginia*. Grants authority for public bodies to establish their own written policies for small purchases.